Information Session: BDAT and Assessment Overview

Overview

- **The Assessment Process**
- **The BDAT**
- **The PMCP**

The Assessment Process

- **Phase 1 of CAA Implementation**
  - Assess all of the individuals and families who meet Categories 1 and 4 of the Homeless Definition in our system by August 31st using the BDAT
- **When to conduct an BDAT:**
  - With any current resident in your shelter/TH program
  - With clients who you contact through street outreach or in Day Resource/Drop-in programs after 2-3 contacts with that client
- **Organizations who will assess clients:**
  - Shelter
  - Transitional Housing
  - Street Outreach
  - Day Shelters
  - Case Management Agencies
  - Others: contact whitney.swander@baltimorecity.gov

BDAT Point Person

- Each agency who will assess clients <u>must</u> <u>designate a BDAT Point Person</u>

- <u>Sign up a BDAT Point Person</u> for your organization using the Google link

- The BDAT Person will be:
  - The <u>primary point of contact</u> between your agency and MOHS-HSP
  - Act as your agency's *team leader*
  - <u>Coordinate the assessment effort</u> at your agency

**Only when an agency has designated a BDAT Point Person will they receive the documents required to conduct the assessment with clients.

Who can conduct the BDAT?

Any staff person or volunteer at a shelter, day resource/drop-in center, transitional housing program, an outreach team, etc. who's work is overseen by a supervisor.

The BDAT (Baltimore Decision Assistance Tool)

- Common Assessment Tool
- Triages Clients to the Most Appropriate Intervention
- Accounts for Single Individuals and Families in a single assessment
- Based in the VI-SPDAT
- Developed through a local, collaborative process

Components of the BDAT

- Prescreen

- General Information Section

- History of Housing and Homelessness

- Household Composition

- Risks

- Socialization and Daily Function

- Health and Well-being

  - Physical Health and Healthcare

  - Mental Health

  - Substance Abuse

- Family Questions

Steps in the Assessment Process

1. <u>Determine eligibility</u> to conduct the BDAT (Category 1 or 4 Homeless)

2. Have client <u>sign the Client Consent and Release of Information form</u>

3. Create a <u>Unique Client Identifier (UCI)</u>

4. <u>Complete BDAT</u> using the scripts provided

5. If using the paper form, <u>enter BDAT into the PMCP</u>

PMCP (Performance Management and Communications Platform)

- Cloud- based database
- Series of Google-based tools that work together to match clients to housing
- Collects assessment information
- Uses the scoring methodology in the BDAT to prioritize clients for specific housing interventions
- Collects information about available permanent housing
- Facilitates the process of matching clients to available units
- Accounts for individual client choice
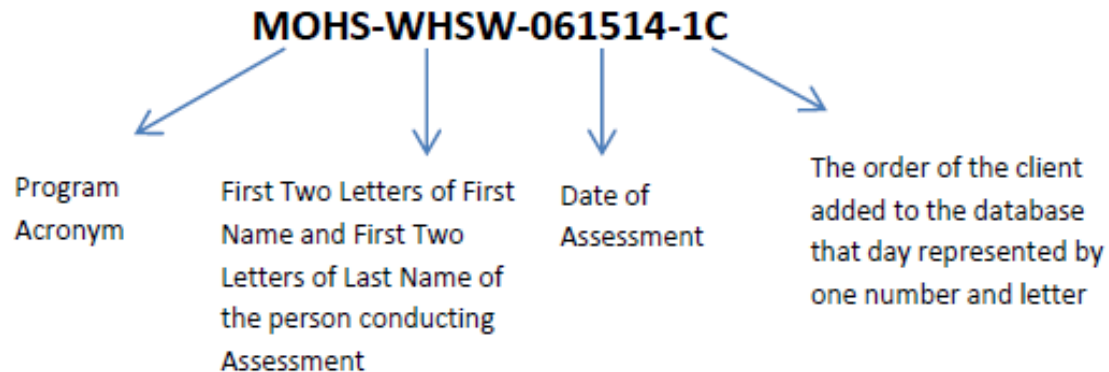
Creating a Unique Client Identifier (UCI)

- The PMCP does not contain Personal Health Information (PHI) or Personal Identifying Information (PII)

- PHI and PI fields are maintained in a separate, HIPAA-compliant database

- To enter a BDAT into the PMCP you must create a Unique Client Identifier (UCI)

- UCI will allow us to connect a de-identified client profile in the PMCP to the specific individual.

Creating a Unique Client Identifier (UCI) (cont'd)

1) **First set of digits of the UCI** – Agency Acronym (see Appendix with the list of MOHS-HSP approved Agency Acronyms. If you do not see your Agency listed, please contact Whitney Swander, whitney.swander@baltimorecity.gov to generate an official Agency Acronym for your Program.)

2) **A Dash (-)**

3) **Second set of digits of the UCI** - First Two Letters of the first name of the person inputting the client into the system, followed by the First Two Letters of the last name of the person inputting the client into the system;

4) **A Dash (-)**

5) **Third set of digits of the UCI** – Date of Assessment - The two-digit month, two-digit-day, and two-digit year that the client is assessed/added to the database;

6) **A Dash (-)**

7) **Fourth set of digits of the UCI** - the order the client is assessed/added to the database that day by the person conducting assessments as a number and a letter, beginning with 1A, going to 1Z, then going to 2A, to 2Z to 3A and so on.

Example

As an example, if Whitney Swander of the Mayor's Office of Human Services (MOHS) entered in her third client of the day into the database on June 15, 2014, the client would obtain the following UCI:

MOHS-WHSW-061514-1C

Program Acronym

First Two Letters of First Name and First Two Letters of Last Name of the person conducting Assessment

Date of Assessment

The order of the client added to the database that day represented by one number and letter

Families and UCIs

- Each individual in a family needs a UCI
- First assign a UCI to the Head of Household (HoH), then assign a UCI to each family member in order.

Example: if Gabby Knighton of the Mayor's Office of Human Services (MOHS) entered as her 5th household of the day (and after entering in only single adults into the database), a family of one adult and two children, on June 15, 2014, the clients would obtain the following UCIs:

Head of Household: MOHS-GAKN-061514-1E

Child #1: MOHS-GAKN-061514-1F

Child #2: MOHS-GAKN-061514-1G

Entering a BDAT into the PMCP

- <u>BDAT can be entered directly at the time of assessment into the PMCP live</u> using a computer, tablet, or phone with a internet connection.

- BDAT conducted using a <u>paper form must be entered into the PMCP within 48 hours</u> of assessment

- <u>Client Consent and ROI</u> and <u>Client Profile</u> documents must be <u>scanned and submitted separately</u> to: whitney.swander@baltimorecity.gov until further notice, (then send to CAAdocuments@baltimorecity.gov)

Questions?

Next Steps!

- Assign a BDAT Point person if you have not already!

- Start Assessing Clients!!

- PMCP entry expected to begin during the week of 6/23

- Be flexible and learn with us!!!